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ABSTRACT

The Counselor's Information Service is a quarterly publication of the B'nai B'rith Career and Counseling Services. This annotated bibliography of current literature on educational and vocational guidance provides the names and addresses of the publishers of the material reviewed and the cost of each publication. The reviews are organized according to the topic areas of occupational information: educational, vocational and personal guidance, guidance administration and procedures, student aids, aids for the teacher, guidance material--free or inexpensive, adult education and the aging, handicapped and rehabilitation counseling, the counselor's bookshelf, and periodicals in guidance and related fields. (SJL)

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COUNSELOR'S INFORMATION SERVICE

A quarterly annotated bibliography of current literature on educational and vocational guidance.

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OCCUPATIONAL INFORMATION

Accounting: A Career for Women, Too. American Woman's Society of Certified Public Accountants, Box 389, Marysville, Ohio 43040. 1975. Un-numbered. Free (up to 5 copies). Responsibilities of a Certified Public Accountant are outlined. Personal qualifications, educational requirements and opportunities are noted. Advancement and salaries, volunteer services and employment outlook are considered.

Actuarial Profession, The. Society of Actuaries, 208 South LaSalle St., Chicago, Ill. 60604. 1974. Un-numbered. Free. Job duties of the actuary, education and training requirements are described. Opportunities in insurance companies, consulting firms, federal and state government as well as education and labor unions are considered. Information on actuary exams and actuarial associations is included.

Aerospace Engineers. Science Research Associates, Inc., 259 East Erie St., Chicago, Ill. 60611. 1975. 4 pp. 49 cents. Historical background and current status of aerospace engineering are considered. Specializations, educational requirements and preparation, working conditions, salaries, opportunities for advancement and future outlook are detailed. Sources of related information are included.

Book Editors. Science Research Associates, Inc., 259 East Erie St., Chicago, Ill. 60611. 1975. 4 pp. 49 cents. Duties of book editors and other related workers are described. Qualifications, educational preparation, earnings, getting started and future outlook are considered.

Career in Medicine, A. (Revised). Neal H. Rosenthal. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. $1.00. Major medical specialties which are an integral part of this highly diversified field are outlined. Information on personal and educational requirements, student aids, working conditions, job location, licensure, earnings and employment outlook is provided. Premedical training, as well as facts about preparation for and application to medical school are discussed. Opportunities for Jewish and other minority youth are considered. Advantages and disadvantages of the profession, women in medicine and related occupations is included.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER

Careers in Art. National Art Education Association, 1916 Association Dr., Reston, Va. 22091. 1975. 12 pp. 25 cents. Various careers in the visual arts are outlined. Education requirements, need for a portfolio, experience and related jobs are considered. Names and addresses of art-related associations and bibliography are included.

Careers in Community Relations Work. (Revised). Lynne Ianniello. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. $1.00. Community relations workers seek to strengthen Judaic ideals of justice through social legislation, education and intergroup cooperation. Specialized activities in community relations work are described. Educational and personal qualifications, student aids, job classifications, entry methods, nature and conditions of work, earnings and advancement are discussed. National Jewish community relations agencies and local commissions empowered to engage in educational activities and administer anti-discrimination laws are listed.

Careers in Consumer Protection. Sterling McLeod. Julian Messner, Simon and Schuster, Inc., One West 39th St., New York, N.Y. 10018. 1974. 191 pp. $6.25. Spectrum of careers in consumer protection as well as related field of safety design and testing are considered. Opportunities in city, state, federal and private agencies are described. Job responsibilities, educational requirements, working conditions and earnings for each career area are detailed.

Careers in Corporate Management. (Revised). Sanford Kleiner. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 21 pp. $1.50. Nature of work and fields of specialization including marketing, programming, research and development, finance and administration are described. Educational and personal requirements, financial aids, availability of jobs, working conditions, work locations and travel, salary, advantages and disadvantages are discussed. Opportunities for women, Jewish and other minority youth are analyzed. Sources of information are included.

Careers in Leadership: U.S. Service Academy Opportunities for Jewish and Other Minority Youth. Information Offices of the U.S. Service Academies. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 18 pp. $1.50. This pamphlet presents an introduction to each service academy so that interested students may better understand available educational and career opportunities. Information on academic programs, summer training, athletic programs, religious life and extracurricular activities is provided. Admission procedure, expenses, advantages and disadvantages of a military career, academy histories, civilian careers and counseling are also considered. Sources of further information are included.

Careers in Metallurgy, Materials Science and Metallurgical Engineering. Metallurgical Society, 345 East 47th St., New York, N.Y. 10017. 1975. 10 pp. Free. Nature of work of metallurgical engineers is covered. Personal qualifications, educational requirements, salaries and employment prospects are discussed. Professional membership is examined. Colleges and universities offering accredited curricula leading to degrees in metallurgical engineering are listed.

Careers in Psychology. (Revised). Raymond A. Ehrle. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. $1.00. Career opportunities and specialties within the field of psychology are described. Information on personal and educational requirements, student aids, working conditions, job location, licensure and earnings is provided. APA approved doctoral programs in Clinical, Counseling and School Psychology are listed. Opportunities for Jewish and other minority youth are considered. Advantages and disadvantages of the profession, employment outlook and opportunities for women are discussed.

Careers in Range Science and Management. Society for Range Management, 2120 South Birch St., Denver, Colo. 80222. 1974. 8 pp. Free (single copy). Range manager's importance in maintaining nature's balance in the range ecosystem is discussed. Educational requirements, variety of places of employment and future outlook are considered.

Careers in the Apparel Industry. Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 24 pp. $1.50. History, recent trends and nature of work including specializations such as designer, patternmaker and grader, cutter,

sewer, presser, engineer, support personnel, salesperson, buyer and manager are described. Education and training, personal requirements, student aids, employment opportunities, working conditions, opportunities for minorities and women, advantages, disadvantages and future outlook are considered. Sources of additional information are provided.

Children's Dictionary of Occupations. William E. Hopke and Barbara M. Parramore. Career Futures, Inc., 2100 Locust St., Philadelphia, Pa. 19103. 1974. 105 pp. $5.00. Directed towards primary school children, this book alphabetically lists over 300 jobs from "accountant" to "zoologist." Each listing provides illustration, definition and guide to pronunciation.

Electroencephalograph Technician. American Hospital Association, 840 North Lake Shore Dr., Chicago, Ill. 60611. 1974. 3 pp. Free (single copy). Duties, training, qualifications, working conditions for an EEG technician are outlined. Information on educational programs, registration and importance of this occupation to the community is included.

Guide to Indexes as a Resource for Occupations and Careers, A. S. Norman Feingold and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 13 pp. $1.00. This annotated listing contains over 170 indexes which can be used as occupational or career resources. Applications for use in career education, curriculum or instructional packages are noted. Its purpose is to assist personnel in counseling, administration and education to cover the widest scope of materials with a minimum of time consumption.

Intelligence Professions. Central Intelligence Agency, Office of Personnel, Ames Center Bldg., 1820 North Fort Meyer Dr., Arlington, Va. 22209. 1974. 24 pp. Free. Intelligence profession and responsibilities of the CIA are considered. General information, salaries, benefits and academic fields of interest to the CIA are included. Career training programs are discussed.

Its A Job To Save a City. National Fire Protection Association, 470 Atlantic Ave., Boston, Mass. 02210. 1974. Un-numbered. Free (single copy). Careers in fire service and duties of fire protection engineers are discussed. Educational preparation, working conditions, salaries and job opportunities are considered.

Jobs in Advertising. American Advertising Federation, 1225 Connecticut Ave., N.W., Washington, D.C. 20036. 1974. 9 pp. 20 cents. Advertising and various job opportunities it affords are described. Qualifications and college information are surveyed.

My Career Workbook I. Career Futures, Inc., 1728 Cherry St., Philadelphia, Pa. 19103. 1974. 41 pp. $1.09. This elementary work-coloring book, depicting many different careers such as police officer, life guard, construction worker, doctor, farmer, artist and accountant helps youngsters learn about the world of work.

Opportunities in Optometry. Frank M. Kitchell. Vocational Guidance Manuals, Inc., 620 South Fifth St., Louisville, Ky. 40202. 1974. 94 pp. $2.45. Importance of optometry to society as well as its historical background are discussed. Work of the optometrist, educational preparation, opportunities for women and how to get started are detailed. Schools of optometry are listed along with required courses and financial aid information. Organizations in optometry, state optometric associations and sources of further information are included.

PATH: A Career Workbook for Liberal Arts Students. Howard F. Figler. (First Edition). Carroll Press, 43 Squantum St., Cranston, R.I. 02920. 1975. 160 pp. $6.25. Focusing on problems of liberal arts students "groping to find career direction," this book provides structured exercises on self-awareness, evaluation of high school and college experiences and an approach to career potentials. Work values are analyzed, abilities identified and strategies for career decisions developed. Descriptions of various types of careers are included for purposes of exploration. Categories of employers for college graduates are listed. Interim jobs for graduates in transition are suggested.

Psychiatrist. Chronicle Guidance Publications, Inc., Moravia, N.Y. 13118. 1974. 4 pp. 50 cents. Work performed by psychiatrists is described. Specializations and various treatment methods as well as work in community mental health centers and state hospitals are discussed. Educational requirements are detailed.

"Starter" File of Free Occupational Literature, A. (Revised). Leonard H. Goodman and Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 52 pp. $1.50. Materials listed may be used to organize a cost-free selective occupational library. For each of 117 careers, *Dictionary of Occupational Titles* three-digit occupational group arrangements, pamphlet title, publication date, and name and address of publishing organization are listed. These 117 pamphlets may be used to initially explore approximately 1000 careers. Index cross-references occupational titles of related careers with the 117 job titles listed in main body.

Theatre Managers. Science Research Associates, Inc., 259 East Erie St., Chicago, Ill. 60611. 1974. 4 pp. 49 cents. Duties, entrance, personal and educational requirements, working conditions, salaries and professional outlook for a career in theatre management are explained. References and sources of additional information are included.

There Is an Action Career Ahead . . . American Dental Assistants Association, 211 East Chicago Ave., Chicago, Ill. 60611. 1974. 1 p. Free (up to 25 copies). A brief description of the dental assistant's responsibilities, necessary qualifications and career opportunities is provided. Sources of additional information are included.

Your Career in Parks and Recreation. Virginia McCall and Joseph R. McCall. Julian Messner, Simon and Schuster, Inc., One West 39th St., New York, N.Y. 10018. 1974. 191 pp. $6.25. Responsibilities of and training required for a career in park service and outdoor recreation are described. Working conditions, remuneration and ways to obtain initial experience are discussed.

Your Career in the Retail Car and Truck Business. National Automobile Dealers Association. Available from: "Career Booklet," NADA Public and Consumer Affairs Committee, 2000 K St., N.W., Washington, D.C. 20006. 1974. 28 pp. Free. Job opportunities in the retail car and truck business including service, parts, sales and management are detailed. Qualifications and earning potential are discussed. State and major local automobile dealer associations are listed.

Your Future as a Working Woman. Gloria Stevenson. Richards Rosen Press, Inc., 29 East 21st St., New York, N.Y. 10010. 1975. 176 pp. $4.80. History of women in work is covered. Problems facing women in their careers and ways in which they can be overcome are examined. Methods by which women can investigate occupations, prepare for work and find a job are covered. Combining work with family obligations is considered.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

Accredited Institutions of Higher Education, 1974-75. Federation of Regional Accrediting Commissions of Higher Education. American Council on Education, One Dupont Circle, Washington, D.C. 20036. 1974. 251 pp. $5.50. 2475 accredited institutions and 379 recognized candidates for accreditation are listed. Each entry provides name, address, statement of control, type of institution, type of student body, accreditation dates and branch campus or affiliates. Type of academic calendar, level of degrees offered, specialized accreditation, name of chief executive and 1973 enrollment figures are also indicated. Major changes in institution including name changes, mergers and closings of 4-year and 2-year institutions are detailed. Appendices provide general information on use of accreditation, Federation of Regional Accrediting Commissions, and National Commission on Accrediting.

Alternatives to College. Miriam Hecht and Lillian Traub. Macmillan Information, Macmillan Publishing Company, 866 Third Ave., New York, N.Y. 10022. 1974. 227 pp. $9.95 (cloth). Channels which are long- or short-range alternatives to college are explored. Need for alternatives, reasons some people go to college, education and jobs, and defining work are considered. Alternatives include occupational education, apprenticeships, going into business for oneself, volunteer work, the armed forces and combination packages.

Alternatives to Traditional Post-Secondary Education. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 11 pp. $1.00. Changing societal demands upon education

and needs of present day students as well as projections of specific career and job opportunities for the 1970's and beyond are detailed. Non-traditional learning and credentialism are discussed. Innovative forms of learning available through technology, such as learning centers, service-learning, and other alternatives are considered. New learning modules including the University Without Walls (UWW) program, Britain's Open University and the U.S. Navy's program are described. Predictions about the future of post-secondary education are outlined. Selected bibliography is included.

American Chemical Society List of Approved Schools. American Chemical Society, Education Department, 1155 Sixteenth St., N.W.,Washington, D.C. 20036. 1974. 8 pp. Free. Approved schools having undergraduate degree programs in chemistry are listed.

American Freshman, The: National Norms for Fall 1974. Alexander W. Astin, Margo R. King, John M. Light and Gerald T. Richardson (Compls.). Cooperative Institutional Research Program, American Council on Education and University of California, Los Angeles. Available from: Cooperative Institutional Research Program, Graduate School of Education, University of California, Los Angeles, 405 Hilgard Ave., Los Angeles, Calif. 90024. 1974. 136 pp. $4.00. 1974 report of national normative data on characteristics of students entering college as first-time, full-time freshmen is provided. Data are reported separately for men and women, and for 38 stratifications of institutions including type of institution, racial predominance, and control of institution. Biographic and demographic data as well as information on students' high school background, career goals, educational plans, financial arrangements, social and academic activities are also provided.

BBCCS College Caravans. Joel H. Goldberg. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 21 pp. $1.00. This publication stresses college visitation and describes benefits of investigation by groups. BBCCS College Caravans provide students a less costly means of college exploration. Methods of organizing college caravans are detailed. A sample "College Evaluation Check-List" is given. Appendices include samples of transportation information, post-caravan letter, correspondence with schools, caravan schedules, publicity notices, reservation forms and caravan evaluation questionnaire. Selected bibliography is provided.

Career Shortcut. Take a Skill Into Your Future . . . National Association of Private Trade and Technical Schools, 2021 L St., N.W., Washington, D.C. 20036. 1975. Un-numbered. Free. This pamphlet provides information about what prospective students may expect from a private occupational school in terms of classes, admission requirements and job placement facilities. Advice on school selection is also given.

Chemical Technology Programs. American Chemical Society, Education Department, 1155 Sixteenth St., N.W., Washington, D.C. 20036. 1974. 5 pp. Free. Schools offering two-year post-secondary courses in chemical technology or a closely related field are listed.

College Counseling for Transfers and Careers, 1974-1976. Chronicle Guidance Publications, Inc., Moravia, N.Y. 13118. 1975. 162 pp. $5.50. Data from 2,783 institutions are presented in tabular form and arranged in four sections. *Transfer Information* section presents data pertaining to admission of transfer students, minimum grade point average, percentage of transfer applicants accepted, percentage of transfers in student body and so forth. *Career Counseling* section considers programs for student-counselor consultation, career counseling and placement, availability of career specialists, elective courses and career counseling for nonliberal arts students. *Junior College* section includes information on transfer of nonliberal arts students, counseling of graduates with 4-year college requirements and whether 4-year colleges encourage 2-year graduates to enroll. *Miscellaneous* section includes information about dropouts and unresolved career choices, occupation lists of recent graduates, courses in research techniques, and analysis and reasons for transfer.

College Guide for Buffalo Jewish Youth. Paul Feldman, Brian Goldblatt, Ellen Rosen, Sheryl Rosen, Mimi Schaer and Steven R. Rush (Compls.). B'nai B'rith- JFS Group Guidance Program, 609 Sidway Bldg., 775 Main St., Buffalo, N.Y. 14203. 1974. 51 pp. $1.00. This guide provides college-bound students and their parents with information about Jewish life

and educational resources on 58 college and university campuses chosen most by Buffalo area students. Each listing furnishes mailing address and information on total enrollment, Jewish enrollment, Jewish campus organizations, Jewish studies, and study in Israel. Availability of kosher food, area synagogues, local Jewish Community centers and mailing address of campus Hillel or other Jewish organizations are detailed. Selected bibliography is included.

College Questions: Preparing Jewish and Other Minority Parents and Youth. S. Norman Feingold, Joel H. Goldberg, Patricia Houtz and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 22 pp. $1.00. *College Questions* provides answers to questions often asked by parents and students about college life. Living quarters, the pass-fail grading system, "campus morality," the drug scene, counseling and health facilities are considered. Coed dormitory living, changing values, living expenses, establishing friendships, maintaining religious identity and other concerns are also discussed. This pamphlet may be used by counselors, teachers, administrators, community groups, churches, synagogues and libraries as well as parents and youth.

Directory of Accredited Clinical Pastoral Education Centers and Member Seminaries. Association for Clinical Pastoral Education, Inc., Interchurch Center, 475 Riverside Dr., New York, N.Y. 10027. 1975. 47 pp. Free. This directory lists by regions accredited Clinical Pastoral Education (CPE) Centers, certified VPE supervisors, member seminaries and CPE seminary representatives.

Directory of Accredited Private Trade and Technical Schools. National Association of Trade and Technical Schools, 2021 L St., N.W., Washington, D.C. 20036. 1974. 105 pp. Free. Schools accredited by the National Association of Trade and Technical Schools are listed by types of training offered and geographic location. Professional standards of NATTS and procedure for achieving accredited status are outlined.

Directory of Transportation Education. Southern Shipper and Motor Carrier Council, P.O. Box 7347, Station C, Atlanta, Ga. 30309. 1974. 9 pp. Free. Four-year colleges and universities offering degree programs and courses in transportation are listed by state.

Educational Programs in the Health Field. American Hospital Association, 840 North Lake Shore Dr., Chicago, Ill. 60611. 1974. 34 pp. $1.00. Physical therapy assistant programs and educational programs of 31 other health occupations are listed. State and metropolitan manpower programs are included.

Eight Years Later: Education and Careers of Young Jewish Adults. Sol Swerdloff and Howard Rosen. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 80 pp. $3.00. This survey of 1,125 young Jewish adults is a follow-up study of the original 6,600 who participated in the 1961 study, *The College and Career Plans of Jewish High School Youth*. Present study reports on educational and career progress of these young people. Information about their continued attachment to Judaism, extent of and factors relating to intermarriage, relationships with parents, career choice and impact of vocational guidance is provided. Guideposts for action as seen by BBCCS are discussed. Significance and implications of key findings for guidance are indicated.

Fall Enrollment in Higher Education, 1972. U.S. Department of Health, Education, and Welfare, Education Office, National Center for Education Statistics. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. 1974. 740 pp. $7.80 (paper). Enrollment data for public and private institutions of higher education are provided. Data are presented in families of tables, presenting distributions by control and level of institution, state or other area, and individual institution.

Handbook for the Medical College Admission Test. William Gladstone, Kenneth A. Chazen, and Percy Brazil. Arco Publishing Co., Inc., 219 Park Ave. South, New York, N.Y. 10003. 1974. 468 pp. $5.00 (paper). This handbook is a self-help learning tool to help students in preparing for the medical College Admission Test. Sample admissions tests with answer keys and evaluation tables are included.

Institutions Offering Baccalaureate Degree Programs in Dietetics. American Dietetic Association, 620 North Michigan Ave., Chicago, Ill. 60611. 1974. 4 pp.

Free. Names and addresses of institutions having programs leading to baccalaureate degree in dietetics are listed in alphabetical order by state.

Interact: Communication Activities for Personal Life Strategies. Ellis Hays. International Society for General Semantics, P.O. Box 2469, San Francisco, Calif. 94126. 1974. 81 pp. $2.75. Ninty activities to enhance communications in the classroom, business, industry and government are presented. Subject matter includes body language, eye contact, self-exploration, channel effectiveness, life-space, value ranking, exploring self-esteem, alter-ego listening, survival discussion and others. Contents are designed so that learning takes place in the form of interaction and communication.

"Job Finder," The: It Pays to Advertise. (Revised). S. Norman Feingold and Fae E. Hoffman. Bellman Publishing Company, P.O. Box 164, Arlington, Mass. 02174. 1975. 40 pp. $3.70. This book illustrates an effective, inexpensive method of job hunting. 519 journals and magazines containing position available advertisements are listed with addresses. Each listing is categorized into one or more of 71 industry/occupation classifications. Answering help wanted ads, writing resumes and job letters, completing application forms and writing situation wanted ads are covered. Use of classified ads as a means of active career education and occupational exploration is detailed.

Meeting the Challenge: Experimental and Innovative Colleges and Universities. S. Norman Feingold, Anne E. Garrett and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 48 pp. $2.50. This booklet provides brief, descriptive listings of experimental and innovative schools and programs. Each description supplies name and address, founding date, and institution's classification as "experimental," "innovative," or having programs of an experimental or innovative nature. Also included in each listing is information pertaining to accreditation, affiliation, environmental surroundings, composition of student body, and enrollment figures. Academic calendar, grading system and degrees offered as well as tuition costs, types of housing facilities are considered. Details pertaining to programs and facilities are included where possible. Special section on visiting experimental and innovative schools is also included.

Moton Guide to American Colleges With a Black Heritage, The. Moton Consortium on Admissions and Financial Aid, 2001 S. St., N.W., Washington, D.C. 20009. 1974. 80 pp. Free. A brief, comprehensive description of 103 colleges with a black heritage is provided. Undergraduate majors, costs, financial aid, student activities and other information which aids students in determining college choice are detailed.

1974-75 Directory of Accredited Private Trade and Technical Schools. National Association of Trade and Technical Schools, 2021 L St., N.W., Washington, D.C. 20036. 1975. 104 pp. Free. Approximately 140 occupational areas from aircraft mechanics and data processing to photography, welding and X-ray technology are listed. This directory includes a career index and also lists 420 private, occupational schools accredited by NATTS, their courses and addresses.

Place in the Sun, A: 1974-1975 College Costs. Life Insurance Marketing and Research Association. Available from: Union Central Life Insurance Company, P.O. Box 179, Cincinnati, Ohio 45201. 1974. 48 pp. 50 cents. Basic costs, including tuition, standard fees, room and board, at colleges and universities in the U.S. are listed. Each entry also provides information on type of college undergraduate enrollment and academic plan. Three-year bachelor's programs are noted. Cost worksheet is provided.

25 Action Learning Schools. National Association of Secondary School Principals, Dulles International Airport, P.O. Box 17430, Washington, D.C. 20041. 1974. 40 pp. $3.00. The action-learning movement is placed in historical perspective. Twenty-five high schools which utilize an action-learning philosophy are described. Further sources of information are provided.

U.S. Schools Offering Instrumentation Courses for Technicians. Instrument Society of America, 400 Stanwix St., Pittsburgh, Pa. 15222. 1975. 8 pp. Free (single copy). Schools offering post-high school, technician or technology programs are listed in alphabetical order by state. Programs vary from one to four years in length. Schools having complete curricula for instrumentation technicians are noted.

Vocational Guidance Directory. Vermont Student Assistance Corporation, 156 College St., Burlington, Vt. 05401. 1974. 150 pp. $4.50. Programs offered in areas of agriculture, art (commercial, fine and performing), business, engineering, health, human services and trades are listed. Programs which offer associate degrees, diploma or certificate programs available at junior, community and technical colleges, or vocational, trade and proprietary schools are included.

Where Shall I Go To College To Study Advertising? Billy I. Ross and Donald G. Hileman. Advertising Education Publications, 3429 Fifty-fifth St., Lubbock, Tex. 79413. 1975. Un-numbered. 50 cents. Schools Offering Programs in advertising education are listed. Title of program, specific degrees offered, accreditation and full-time faculty are listed. Other information includes types of financial aids, entrance requirements, costs and professional societies. Job qualities and personal ambitions necessary for achievement of success in advertising are delineated.

Yellow Pages of Undergraduate Innovations, The: A Guide to Innovations in Higher Education. Change Book Department, NBW Tower, New Rochelle, N.Y. 10801. 1974. 243 pp. $4.95. Innovative undergraduate programs are listed. Entries are categorized into three areas: Instructional Innovations, Curriculum Innovations and Institutional Innovations. Emphasis is placed on how a student learns, what knowledge is worth knowing and how an institution can serve as an impetus for change.

GUIDANCE ADMINISTRATION AND PROCEDURES

Accountability in Education. David E. Barbee and Aubrey J. Bouck. Petrocelli Books, Mason and Lipscomb Publishers, 384 Fifth Ave., New York, N.Y. 10018. 1974. 142 pp. $10.95. Five conditions are considered which must exist within any educational system in order to move schools from information-passing institutions to those that are responsible for learning. Goals and objectives, attainment of objectives, learning-characteristics profiles, cost accounting and resource distribution, and program modifications are discussed. Implementation of accountability programs and sample application of techniques are examined.

Black Managers in White Corporations. John P. Fernandez. Manpower Administration. Available from: National Technical Information Service, U.S. Department of Commerce, Springfield, Va. 22151. 1974. 576 pp. $13.25. Major determinants of career patterns of Black managers in white businesses as well as effects of white corporations on Black managers' identities and relationships with the Black community are studied. General profile of managers, companies' affirmative action programs and explanations for present situation of Black managers in white corporations are considered. Racial atmosphere and compliance with employment policies, managers' images of "the promotable manager," aspirations, work environment, job satisfaction, and minority managers in a majority setting are also discussed.

Career Guidance and the Changing World of Work. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Physical and educational changes occurring in our society are considered. Transition within the family and consequent changes in human values are discussed. Impact of technological change and resultant change in composition of the labor force are examined. Author concludes with a challenge to the counseling profession to meet future needs.

Career Guidance: Roles for Action. Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Direction and emphases career guidance concepts should take are considered. Responsibilities of guidance counselors within the framework of career education are discussed. Career development concepts are examined at the elementary through secondary school levels with discussion of techniques developed by various authorities in career guidance. "Roles for action" that counselors may take in order to be better prepared for more effective utilization of skills and knowledge are delineated.

Career Guidance—When, Where and By Whom? S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Developments within career guidance and technical innovations likely to occur within the next 20 years are outlined. Personal, interpersonal and systemic factors influencing amount of benefit one receives from information systems are surveyed. The "when,

where and by whom" of career guidance are examined. Counselors' responsibilities within the framework of career guidance are considered.

Changing Schedules of Work: Patterns and Implications. Albert S. Glickman and Zenia H. Brown. W.E. Upjohn Institute for Employment Research, 300 South Westnedge Ave., Kalamazoo, Mich. 49007. 1974. 104 pp. $2.50. Issues, alternatives and interactions involved in dealing with problems of scheduling work time and utilizing free time beneficially are examined. Individual and organizational aspects of work schedules are emphasized.

Changing Supervisor Behavior. Arnold P. Goldstein and Melvin Sorcher. Pergamon Press, Inc., Maxwell House, Fairview Park, Elmsford, N.Y. 10523. 1974. 90 pp. $4.00 (paper). Major focus is on training supervisors to manage effectively, with emphasis on improved employee performance and satisfaction. Materials are developed to include modeling, role playing, social reinforcement and transfer training.

Counselor's Check-Up List. (Revised). S. Norman Feingold, Anne E. Garrett, Fae E. Hoffman and Neil S. Dumas. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 11 pp. $1.00. This checklist is designed to help educational and vocational counselors in a wide variety of settings keep up-to-date. Some of the most significant publications and available professional resources are listed. Sixteen topic headings suggest 275 ideas, techniques, directories and references, many of which are free for the asking. Item sources and complete addresses are included wherever possible.

Critical Issues in Career Guidance. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Issues confronting and challenging career guidance counselors are examined. Question of whether counselors are facing a crisis of identity is explored. Requirements for satisfactory fulfillment of counselors' roles are considered. Functions of a professional association in order to effectively represent its membership are delineated.

Declining Enrollment: What To Do. American Association of School Administrators, 1801 North Moore St., Arlington, Va. 22209. 1974. 57 pp. $2.50. This handbook is intended to serve as a guide for school superintendents, school board members and general school administrators in dealing with problems of enrollment decline. Enrollment prediction, affects of school closings on the community, and considerations concerning personnel and facilities are examined. Appendix includes Keough Indicator Survey Scale, enrollment prediction chart, school closing checklist and sample staff transfer announcement.

Ethical and Legal Concerns of the Counselor. Mark L. Fisher. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Ethical and legal implications of counselors' professional activities are discussed. Past laws affecting counselors' performance of duties are delineated. Issue of privileged communication is examined. Ways in which counselors may protect themselves from lawsuits are considered. Importance of more efficient counselor education and training is stressed. Author urges counselors to take heed of ethical and legal considerations in guidance. Questions for consideration and selected bibliography are included.

Evaluating Educational Performance: A Sourcebook of Methods, Instruments, and Examples. Herbert J. Walberg (Ed.). McCutchan Publishing Corporation, 2526 Grove St., Berkeley, Calif. 94704. 1974. 395 pp. $12.00. Problems of the classroom and school system are evaluated. Issues such as teacher evaluation, needs assessment and observation, rating instruments designed to assess processes of teaching and learning are considered. Evaluation of instructional media, large-scale statistical studies of educational performance and equality of opportunity, standardized test correlates of heredity, home environment and schooling are also discussed. Evaluation techniques aimed at amelioration and reform are suggested.

Future is Now, The. S Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 8 pp. $1.00. The need of today's youth for personal growth and self-actualization is considered. Author's conviction that "the future is now" and tomorrow's leadership is here today is highlighted. Technological advances, as well as technical innovations expected to be in existence in the year 2000, are examined. The concomitant need for improvement of human relations in order to achieve a meaningful life of service to others is stressed. Major

contention is that the responsibility and privilege of today's youth is to make of tomorrow what they will and to help society become more people-oriented.

Futurism in Education: Methodologies. Stephen P. Hencley and James R. Yates. McCutchan Publishing Corporation, 2526 Grove St., Berkeley, Calif. 94704. 1974. 510 pp. $13.00. Future and development of appropriate methodologies in the field of education are studied. Fourteen methods, gathered from various fields include force analysis, cross-impact matrix, technological assessment and education, and Monte Carlo techniques.

Guidelines for Institutional Self-Study of Career Planning and Placement Services: An Aid to Evaluating Services Provided to Minority Students. Andre G. Beaumont. College Placement Services, Inc., P.O. Box 2322, Bethlehem, Pa. 18001. 1974. 23 pp. $4.50. Objectives of these self-study guidelines is to provide colleges and universities which have predominantly white student enrollments with a means of assessing career planning and placement services for minority and disadvantaged students.

Human Constraint, The: The Coming Shortage of Managerial Talent. John B. Miner. BNA Books, Bureau of National Affairs, Inc., 1231 25th St., N.W., Washington, D.C. 20037. 1974. 270 pp. $12.50. Decline in the "motivation to manage" among business students and young managers is revealed. In Part I, components of motivation to manage and their relationship to personal and organizational success are defined. Decline of these aspects on campus, in business, in government and in society at large is explored. Part II examines various methods for averting a shortage of management talent. Pros and cons of new "humanistic" approaches are discussed.

Improving Performance in Technical and Apprentice Training: A Pilot Study of PBAT (Performance Based Apprentice Training). Development Systems Corporation. National Technical Information Service, U.S. Department of Commerce. Springfield, Va. 22151. 1974. 223 pp. $7.50. Major findings, implications and recommendations that emerged from a pilot study of performance-based apprentice training are reported.

Introduction to Trade, Industrial and Technical Education. Merle E. Strong and Carl J. Schaefer. Charles E. Merrill Publishing Company, 1300 Alum Creek Dr., Columbus, Ohio 43216. 1975. 265 pp. $12.95. Various educational roles of trade, industrial and technical education are explored. Determining program needs, educational programs, and administration are discussed. Labor, management and community relations, placement follow-up, staff recruitment and development, program evaluation, accreditation, and major issues are examined.

Managing Training and Development Systems. William R. Tracey. AMACOM, American Management Associations, 135 West 50th St., New York, N.Y. 10020. 1974. 480 pp. $19.50. This book concentrates on ways to make training and development programs pay off in "measurable" terms. Five basic managerial functions—planning, Organizing, staffing, directing and controlling—are considered. Full dimensions of training manager's job are defined, described analyzed and interrelated under these five functions.

Manpower Report of the President. U.S. Department of Labor. Available from: Superintendent of Documents, U.S. Government Printing Office. Washington, D.C. 20402. 1974. 387 pp. $3.85. This report includes the Department of Labor's annual report on manpower requirements, resources, utilization and training as well as the annual HEW report on education and training under MDTA. The annual report, *The Public Employment Program in 1973*, is also provided.

Multipurpose Man. Patrick Goldring. Taplinger Publishing Company, 200 Park Ave., New York, N.Y. 10003. 1974. 120 pp. $6.95. Man's relation to his work is analyzed. New solutions to problems of boredom on the job and psychological dilemmas which accompany employee dissatisfaction are provided. Social change, new roles of men and women, and economic change are considered.

New Directions in Educational Policy. John Martin Rich. Professional Educators Publications, Inc., P.O. Box 80728, Lincoln, Nebr. 68501. 1974. 104 pp. $1.75. Importance of educational policy, its nature and its sources are presented. Insight into how and why policy is formed and who it affects is provided. Suggestions for areas of improvement are given.

Organizational Behavior: Understanding and Prediction. H. Randolph Bobbitt, Jr., Robert H. Breirholt, Robert H. Doktor and James P. McNaul. Prentice-Hall, Inc., Englewood Cliffs, N.J. 07632. 1974. 339 pp. $11.95. Historical development of rational models of organizational behavior is considered. Economic school, management process school, scientific management school and bureaucratic theory are examined in order to assess their relative contributions to assumptions and structure of organizations. "Extrarational" behavior of individuals and groups are analyzed. Current techniques being used to change organizations are discussed. Changes in organizations as responses to, and in anticipation of, change in the environment are explored.

Perspectives on Career Guidance: An Administrator's View. S. Norman Feingold. A reprint from: *Peabody Journal of Education*, Vol. 52, No. 1, Oct. 1974, pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 8 pp. $1.00. Basic concepts of career education and their relation to career guidance are considered. Role of career guidance within the framework of career education is examined. The thrust of today's youth toward personal growth and self-actualization is emphasized. Author provides twenty-two working guidelines for counselors. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

Readings in Intercultural Communication. Vol. IV: Cross-Cultural Counseling. Paul Pederson (Ed.). Intercultural Communications Network, 4401 Fifth Ave., Pittsburgh, Pa. 15213. 1974. 146 pp. Free (single copy). Cross-cultural dimensions of the counseling relationship are reviewed. Process of adjustment, sex role stereotypes, point of view of special populations and suggestions for cross-cultural counselor training are covered. Both practical and theoretical points of view are represented.

Schools in Search of Meaning. James B. MacDonald and Esther Zaret (Eds.). Association for Supervision and Curriculum Development, 1701 K St., N.W., Washington, D.C. 20006. 1975. 183 pp. $8.50. Six essays consider issues and shortcomings of American education. Questions of human relationships of schooling, major and unique functions of education and society, interests of specific groups, mechanisms of domination, present contradictions, and potential partnerships and alliances in common tasks of restructuring society and its educational system are discussed.

Selected Speeches on Career Development and Education. S. Norman Feingold and Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 16 pp. $1.00. "Colleges and Universities: Career Development for Human Potential," By Dr. S. Norman Feingold, highlights obligations of higher education in career development. Goals in preparing young people to assume their appropriate places in the world of work are analyzed. Responsibilities in relation to the new concept of career education are examined. Thrusts to make education more meaningful in the development of human potential are presented. "Career Education: A Philosophy," by Marvin J. Feldman, considers philosophical differences between vocational education and career education. Career education and its relation to a more meaningful vocational education system is delineated. Needs for immediate change in vocational education are stressed.

Student Personnel Work in General Education: A Humanistic Approach. Harold A. Moses (Ed.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 395 pp. $16.75. Nature of education and those conditions which contribute to human development are discussed. Techniques which can be used by teachers in the classroom to help students become more self-actualized are examined. Facilitating personal growth through counseling, group processes, psychological education and human relations training are covered. Methods are described whereby schools can aid students in making realistic vocational choices and plans. Suggestions for implementing change in educational institutions by working with parents, community resources and educational specialists are offered.

Supervisors and Teachers: A Private Cold War. Arthur Blumberg. McCutchan Publishing Corporation, 2526 Grove St., Berkeley, Calif. 94704. 1974. 182 pp. $9.75. Nature and roots of problems of relationships between supervisors and teachers are examined. Author emphasizes that problems encountered result from behavioral conflicts, and that norms and values

of schools as organic social systems directly affect relationships between supervisors and teachers.

Toward a Mankind School: An Adventure in Humanistic Education. John I. Goodlad, M. Frances Klein, Jerrold M. Novotney, Kenneth A. Tye and Associates. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, N.Y. 10020. 1974. 193 pp. $7.95. Ideas on how schools can become environments that support "mankind" concepts are provided. Education for mankind, culture of the school, human relations in a mankind school and subject matter of a mankind school are reviewed. Mankind curriculum and the school workshop for teachers are described.

Universities Between Two Worlds. W. Roy Niblett. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, N.Y. 10016. 1974. 179 pp. $8.95. Philosophical problems currently facing universities are examined. Ways in which universities can provide students an education that puts them in touch with all levels of truth are considered. Development of the university, medias of influence, curriculum content and use of the humanities are discussed.

STUDENT AIDS

Danforth Graduate Fellowship Program: Danforth Fellowships and Kent Fellowships. Danforth Foundation, 222 South Central Ave., St. Louis, Mo. 63105. 1974. 11pp. Free. The Danforth Fellowship Program provides financial aid to outstanding college seniors who intend to enter the college teaching profession. Kent Fellowships provide assistance to persons who combine excellence in scholarship with religious commitment and who show promise for outstanding leadership in higher education. This pamphlet describes basic purposes of the program, criteria for election, eligibility, nomination and application procedure, GRE requirements, length of appointment and other pertinent information.

Financial Aid for College Students: Sources of Information. American Chemical Society, Education Department, 1155 Sixteenth St., N.W., Washington, D.C. 20036. 1975. 4 pp. Free. Reference books, grants, scholarships, loans and other sources of financial aid are listed. References and programs of particular interest to minority and women students are also included.

GBBA Memorial Scholarship, The. GBBA Memorial Scholarship Program, Glass Bottle Blowers Association (AFL-CIO), 226 South 16th St., Philadelphia, Pa. 19102. 1974. Un-numbered. Free. Three renewable scholarships in the amount of $1500 are awarded annually on a competitive basis. Children, stepchildren and adopted children of GBBA members who rank in the top one-fourth of their senior class are eligible to apply. Choice of colleges, how to enter competition, selection and announcement of winners as well as purposes of the program and features of the GBBA Memorial Scholarship Program are detailed. Application is included.

GM Educational Opportunities for 1975-76. General Motors Corporation, Detroit, Mich. 48202. 1975. 31 pp. Free. General Motors Scholarship Plan, General Motors Institute and other educational contributions are described. Any secondary school student, male or female, who is a U.S. citizen is eligible for GM scholarships. Stipends range from an honorary $200 per year to a maximum of $2000 per year, based on demonstrated need. Eligibility requirements for GM Educational Programs, selection of recipients, selection of participating colleges, and academic standards are detailed. Colleges and universities awarding GM scholarships are listed. General Motors Institute programs are described as well as degree requirements, eligibility and work study programs.

Graduate Library School Programs Accredited by the American Library Association. "Accredited Lists," American Library Association, 50 East Huron St., Chicago, Ill. 60611. 1975. 2 pp. Free. Accredited schools are listed by region. Information includes name and address of school, degree offered and administrator's name. Schools offering post-master's, specialist or certificate programs, doctoral programs, and accredited programs at the fifth-year level leading to professional bachelor's degree are noted.

Grants for Graduate Study Abroad 1976-77. Institute of International Education, 809 United Nations Plaza, New York, N.Y. 10017. 1975. 45 pp. Free. Grants for graduate study abroad administered by the Institute of International Education/Fulbright-Hays Grants and grants offered by foreign governments,

universities and private donors are described. Eligibility requirements, application procedures, selection, notification are detailed. Opportunities in individual countries are summarized.

John Randolph Haynes and Dora Haynes Foundation: Purposes and Program. Haynes Foundation, 727 West Seventh St., Suite 810, Los Angeles, Calif. 90017. 1974. Un-numbered. Free. The Haynes Foundation supports study and research in economics, government, history, sociology and education with specific application to the Los Angeles area. Undergraduate scholarships and graduate fellowships, summer research fellowships for faculty members and grants for distinguished visiting lecturers awarded by the Foundation are described.

Maxine Williams Scholarship Fund. American Association of Medical Assistants' Endowment, One East Wacker Dr., Chicago, Ill. 60601. 1974. 4 pp. Free. This scholarship is offered to high school graduates who are interested in becoming medical assistants. Amount of scholarship, eligibility requirements, application procedures and selection of recipients are detailed. Application form is included.

1975 Foreign Medical School Catalogue. Charles R. Modica. Foreign Medical School Information Center, One East Main St., Bay Shore, N.Y. 11706. 1974. 94 pp. $9.95. Information on medical programs in foreign countries is provided. Admission requirements, years of study and content of programs are included. Application forms for foreign medical school, data assembly service and language preparation programs are supplied.

Profession of Dietetics, The. Approved Programs, 1974-1975. Publications Department. American Dietetic Association, 430 North Michigan Ave., Chicago, Ill. 60611. 1974. 12 pp. $1.00 (single copy free to students). This pamphlet provides information on academic programs leading to a baccalaureate degree in dietetics as well as a guide for applying for dietetic internships. Listings of coordinated undergraduate programs and dietetic internships are included.

Scholarships and Other Financial Aids in Minnesota. Phillip B. Haber and Reynold Erickson (Eds.). Pupil Personnel Services Section, Division of Instruction, Minnesota Department of Education. Available from: State of Minnesota, Documents Section, Room 140, Centennial Office Bldg., St. Paul, Minn. 55155. 1973. 181 pp. $3.00. Financial aids including scholarships, grants-in-aid, fellowships, honors awards, educational loans and work-study programs for Minnesota students are listed. Federal and state financial aid programs, scholastic aptitude qualifying tests, scholarships available from institutions of higher education, and scholarships for students majoring in specific vocations, for special groups of people and those related to membership in organizations or employment are included. Each listing provides information on qualification requirements, value of award, final date of application and where to make application.

Scholarships and Other Financial Aids in the Tri-State Area: Western Pennsylvania, Ohio and West Virginia. Jared Ira Falek, Jack Heinowitz and Samuel Binstock. Western Regional Office, District #3, B'nai B'rith Career and Counseling Services, 5824 Forbes Ave., Pittsburgh, Pa. 15217. 1974. 128 pp. $2.00. Sources of financial aid available in Western Pennsylvania, Ohio and West Virginia are listed. Scholarships, fellowships, loans, work-study programs and financial aid packages are included. Each listing provides information on name of award, qualifications, value of award and where to make application. Selected bibliography as well as selected minimum student aid resource library are furnished.

Student Aids and BBCCS: A New Look at an Old Problem. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 25 pp. $1.00. Student aid picture between 1938 and 1973 is examined. Types of financial assistance—scholarships, fellowships, loans, both federal and commercial, student aid packages, work-study programs, etc., are discussed. Sources of information on Guaranteed Student Loan Program are listed. Areas in which problems exist for minority students are explored. Role of counselors in career and scholarship planning is delineated. Selected bibliography is included.

Summer Internships in Washington, D.C. Reprint #353. Catherine Calvert. Mademoiselle, Box 3389, Grand Central Station, New York, N.Y. 10017. 1975. 4 pp. 50 cents. Various opportunities for summer internships in Washington, D.C., from government to newspaper work, are described.

AIDS FOR THE TEACHER

Awareness Experiences for School Use. Bette Hamlin. Pflaum Publishing, 2285 Arbor Blvd., Dayton, Ohio 45439. 1975. 73 pp. $3.95. Exercises in this book illustrate awareness experiences that help youth become personally responsible, self-accepting and more integrated individuals. Fifty-three awareness experiences center on themes of identity, communication skills, feelings, learning, responsibility, values, relating to others, problem solving, energy renewal and "turning on." Step-by-step instructions are given for directing each activity.

Boyd H. Bode Memorial Lectures. "Teacher Education at the Crossroads." Philip G. Smith. "Reflections on Alternative Schools." Arthur G. Wirth. College of Education, Ohio State University, Columbus, Ohio 43210. 1974. 39 pp. $2.00. First paper, "Teacher Education at the Crossroads," provides suggestions as to how teaching may become a true, professional practice. Need for greater theoretical and empirical knowledge in teacher education is scrutinized. In the second paper, "Reflections on Alternate Schools," philosophy underlying alternative educational programs is examined. Suggestions on how to adapt to complexities of our times through the educational system are considered.

Creating the Open Classroom: A Handbook for Teachers. Richard E. Ishler and Margaret F. Ishler (Eds.) D.O.K. Publishers, Inc., 71 Radcliffe Rd., Buffalo, N.Y. 14214. 1974. 170 pp. $5.95. This is a "how-to-do-it" book for teacher educators. Rationale, description and advantages of open classrooms are presented. Role of teachers in the open classroom; creating an open classroom in nursery school, kindergarten, primary school and at the intermediate level are discussed. Science, mathematics, language and social studies activities, encouraging creativity, role of principals and training teachers for the open classroom are considered.

Education Is A Shuck: How the Educational System is Failing Our Children. Carl Weinberg. William Morrow Company, 105 Madison Ave., New York, N.Y. 10016. 1974. 198 pp. $6.95. Author presents his opinion on how children get by in school by fooling their teachers. Shucking is defined as "learning to communicate the identity that brings the biggest and best rewards." An alternative to this learning process is provided whereby learning results from an honest exchange of ideas between teacher and pupil. Techniques and examples are provided.

Emerging Educational Issues: Conflicts and Contrasts. Julius Menacker and Erwin Pollack (Eds.). Little, Brown and Company, 34 Beacon St., Boston, Mass. 02106. 1974. 400 pp. $5.95 (paper). Readings are presented in order to help teachers deal with the present and ongoing state of flux in education. Equality of educational opportunity and legal-financial issues involved, clashes between cognitive and affective views of education, conflicts over genetic and environmental determinants of intelligence and conflicts over education of culturally different groups are discussed from varying perspectives. Emerging power relationships in school control, alternatives to traditional schooling, counterculture, technology and accountability are also considered.

Games in Education and Development. Loyda M. Shears and Eli M. Bower (Eds.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 375 pp. $21.00. Educational role of games is described in terms of their usefulness in teaching arithmetic, social studies, physical education and community planning as well as in integrative learning, human relations and therapy. Part I is concerned with theoretical aspects of creating games. Games as situations that contain social challenges, simulations of life, encounters with peers and human relations are discussed. Part II provides suggestions and operations on selecting games for therapeutic purposes, handling competition as a social challenge and simulating social problems for community development. Utilization of games in teaching arithmetic and inclusion of school information in active playground games are also considered.

Good Schools for Young Children. A Guide for Working with Three-, Four-, and Five-Year-Old Children. (Third Edition). Sarah H. Leeper, Ruth J. Dales, Dora S. Skipper and Ralph L. Witherspoon. Macmillan Publishing Company, Inc., 866 Third Ave., New York, N.Y. 10022. 1974. 469 pp. $10.95. Pre-school children, their world, and forces that influence them are considered. Part I stresses importance of the early years in children's lives in relation to culture and society, goals of education for young

children in a democracy, guidance and discipline. Part II examines teaching strategies, activities and learning encounters for all subject areas. Part III concentrates on essentials of good children's programs, records and reports, physical facilities and equipment, parental involvement and working with children who have uniquely different needs.

Looking Behind the Classroom Door: A Useful Guide to Observing Schools in Action. John I. Goodlad, M. Frances Klein and Associates. Charles A. Jones Publishing Company, Worthington, Ohio 43085. 1974. 152 pp. $4.95. Information about innovations, expectations and problems of reconstructing schooling is provided. Chapter One summarizes organizational, curricular and instructional thrusts. Chapter Two describes procedure of data collection and analysis for observational study presented in this book. Summary of study is presented in Chapter Three. Chapter Four sets forth conclusions and generalizations about schools and classrooms. In Chapter Five, conduct and structure of schooling in the United States as evidenced in a five-year study of educational change are considered.

Student's Guide to Marriage and Family Life Literature, The: An Aid to Individualized Study. (Sixth Edition). Lester A. Kirkendall and Wesley J. Adams. William C. Brown Company, Publishers, 2460 Kerper Blvd., Dubuque, Iowa 52001. 1974. 161 pp. $4.95. Information on issues in marriage and family life is provided. Questionnaires and bibliographies on thirty-one topics are furnished. Premarital period, marital adjustments, family planning, family crisis, sex adjustments, child development, sex education and innovative-alternative life styles are examined.

T.E.T.: Teacher Effectiveness Training. Thomas Gordon. Peter H. Wyden, Publisher, 750 Third Ave., New York, N.Y. 10017. 1974. 366 pp. $9.95. Principles and philosophies of T.E.T. are presented. Means by which good, effective teacher-learner relationships are established and maintained are illustrated. Verbal communications, active listening, enriching classroom environments and methods of resolving classroom conflicts are examined. Special section discusses the parent-teacher-student relationship and how to handle learning problems in the home.

Teacher-Student Relationships: Causes and Consequences. Jere E. Brophy and Thomas L. Good. Holt, Rinehart and Winston, Inc., 383 Madison Ave., New York, N.Y. 10017. 1974. 400 pp. $5.95 (paper). Ways in which group and individual student differences affect teachers are examined. Recommendations for improved classroom behavior, teacher-student relationships and creative teaching styles are presented.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

Accreditation in Postsecondary Education: A Sometimes Annotated Bibliography. Eugene I. Van Antwerp (Compl.). Federation of Regional Accrediting Commissions in Higher Education. Available from: Council on Postsecondary Accreditation, One Dupont Circle, Suite 760/770, Washington, D.C. 20036. 1974. 20 pp. 50 cents. Materials on the subject of accreditation in postsecondary education are listed. Each listing provides name of publication, author, publisher and date of publication.

Counselor's Guide to Home Study, A. National Home Study Council, 1601 Eighteenth St., N.W., Washington, D.C. 20009. 1974. 10 pp. Free. This resource book provides information on such diverse fields as accounting, electronics, broadcast engineering, dental assisting, camera repair and surveying for those about to make educational and vocational decisions. Importance and relevance of home study is delineated.

Early Retirement. A New Issue in Higher Education: The Financial Consequences of Early Retirement. Hans H. Jenny. Teachers Insurance and Annuity Association of America, 730 Third Ave., New York, N.Y. 10017. 1974. 52 pp. Free. Definition of early retirement is provided in order to establish boundaries for discussion. Background as well as pros and cons of early retirement are considered. Major financial implications for both employee and employer are discussed.

English and Your Career. U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. 1974. Un-numbered. Free. Occupational benefits of a command of the English language are discussed. Professional careers requiring language skills are

outlined. Use of proper English in "job shopping" is emphasized. A listing of leaflets on related occupations is included.

Federal Civil Rights Enforcement Effort–1974. Vol. III: To Ensure Equal Educational Opportunity. U.S. Commission on Civil Rights, Washington, D.C. 20425. 1975. 396 pp. Free (single copy). This report evaluates efforts to ensure equal educational opportunity by three federal agencies–Department of Health, Education, and Welfare, Internal Revenue Service of the Department of the Treasury, and the Veterans Administration. Structure, mechanisms and procedures utilized by federal departments and agencies in their efforts to end discrimination against minority and female citizens are described.

Fostering the Growing Need to Learn. Division of Regional Medical Programs, Bureau of Health Resources Development, Room 11-47, Parklawn Bldg., 5600 Fishers La., Rockville, Md. 20852. 1974. 160 pp. Free (single copy). Critical study of educational activities by leaders in health manpower education and adult education is provided. Principles of adult learning are analyzed. Ways in which education relates to a broader social context are examined. Annotated bibliography on adult education of health manpower and health care services is included.

Job Situation of Vietnam-era Veterans. Special Labor Force Report 167. U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. 1974. 26 pp. Free (single copy). This article examines the changing age composition of veterans, educational attainment and school enrollment, race, place of residence, occupation, industry of employment, and reasons for unemployment.

Jobs for Which Apprenticeships Are Available. U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. 1974. Un-numbered. Free (single copy). Occupations requiring apprenticeship training are listed. Summaries for each occupation highlight number of persons presently employed, qualifications and training, employment opportunities and trends to 1985.

MR 73/ The Goal is Freedom. President's Committee on Mental Retardation, Washington, D.C. 20201. 1974. 41 pp. Free. First section of this report is based on individual children and adults who have developed and learned as a result of sensitive, goal-oriented, personalized programs. Second section contains materials related to research on prevention and early intervention of mental retardation. Prenatal care, early childhood programs for handicapped children, treatment and rehabilitation of the mentally retarded are considered.

1975 Catalog of Publications. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 4 pp. Free. This catalog lists current BBCCS publications in guidance, career planning and occupational information. Aids for counselors and parents, information relating to the handicapped and rehabilitation counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

Proposals for Prison Reform. Public Affairs Pamphlet No. 510. Norval Morris and James Jacobs. Public Affairs Committee, Inc., 381 Park Ave. South, New York, N.Y. 10016. 1974. 28 pp. 35 cents. Brief history and purpose of the prison system are covered. Authors differentiate between principles underlying humanitarian reform and the rehabilitation ideal. Alternatives to prison are suggested. Rights and privileges of prisoners are reviewed.

Talking It Over Before Marriage: Exercises in Premarital Communication. Public Affairs Pamphlet No. 512. Millard J. Bienvenu, Sr. Public Affairs Pamphlets, 381 Park Ave. South, New York, N.Y. 10016. 1974. 24 pp. 35 cents. Elements that contribute to good communication in marriage are discussed. Guidelines for sharing feelings, acknowledging differences and learning to "fight" properly are included. Exercises concerned with trust, safety of expression, listening for understanding, empathy and expectations of marriage are provided.

Three Steps for College Entrance. President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1972. Un-numbered. Free. Suggestions on preparing for college are detailed. Self-help ideas concerning financial aid are discussed. Scholarship and loan resources and addresses are listed. An education planning calendar is provided to

record college visits, examination dates, deadlines for application and other pertinent data.

Working Woman's Guide to Her Job Rights, A. Women's Bureau, Employment Standards Administration, U.S. Department of Labor. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. 1974. 38 pp. 60 cents. General information is provided on federal legislation which affects women when they are seeking a job, while they are on the job, and when they retire. Equal pay, maternity leave, overtime pay, minimum wages, child care, unemployment insurance, social security, pensions and unions are covered. State labor departments are listed.

ADULT EDUCATION AND THE AGING

Adventure: Human Development, Adult Education Program. Division of Adult Education, Bureau of Occupational and Adult Education, Office of Education, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20202. 1975. Unnumbered. Free (limited supply). Facts on the need for adult education, program operations and recent legislation are summarized. Special projects and adult education films are listed.

Good! I'm Growing Older. Bertha Margaret Keen. Exposition Press, Inc., Jericho, N.Y. 11753. 1974. 127 pp. $5.50. Author writes about her own experience with growing old. Ways of accepting and living with limitations and of keeping a good self-image are suggested.

Preparing for Aging. Bert Kruger Smith. Hogg Foundation for Mental Health, University of Texas, Austin, Tex. 78712. 1974. 26 pp. 25 cents. Processes and ways by which one may prepare for aging are considered. Mental health principles and retirement patterns are discussed.

Successful Aging: The Facts and Fallacies of Growing Old. Olga Knopf. Viking Press, Inc., 625 Madison Ave., New York, N.Y. 10022. 1975. 229 pp. $8.95. Practical issues most pressing to the aged—finances, Social Security, retirement, health, sex, death, wills and hospitals—are discussed. Prevasive and often unrecognized psychological pressures including stress that accompanies aging, fear, loneliness, parent-child relationships, the need for self-appraisal and acceptance are also considered. Author explains causes of problems faced by the aged and suggests ways in which life can be pleasant and satisfying.

HANDICAPPED AND REHABILITATION COUNSELING

Alcohol Abuse and Rehabilitation Approaches. John G. Cull and Richard E. Hardy (Eds.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 203 pp. $12.75. Research in alcohol abuse is reviewed. Causes of alcohol abuse and alcohol abuser typology are discussed. Selected treatment approaches, individual counseling and therapy, group counseling and therapy as well as prediction of rehabilitation outcome in alcohol abuse are considered.

Beginning With the Handicapped. Verna Hart. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 128 pp. $6.95. Teaching techniques in areas of self-care skills, motor training, adaptive behavior and language development with handicapped children are presented. Charts are provided for recording levels of functioning as well as determining objectives for various teaching tasks.

Careers for the Homebound: Home Study Opportunities. President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: President's Committee on Employment of the Handicapped, Washington, D.C. 20210. 1974. 16 pp. Free. This pamphlet provides a useful reference tool for counselors in helping the homebound attain educational and vocational objectives. Courses listed may be taken by persons of various ages, backgrounds and educational achievements. They can lead to productive employment, self improvement or the development of personal interests and hobbies. Immediately following course listings are names and addresses of accredited home study schools offering those particular subjects.

Cerebral Palsied and Learning Disabled Children: A Handbook/Guide to Treatment, Rehabilitation and Education. Nancy C. Marks. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield,

Ill. 62703. 1974. 409 pp. $17.50. Knowledge presently available concerning cerebral palsy, learning disorders and general area of the central nervous system as it relates to educational and habilitation problems are examined. Orthopedic management in cerebral palsy, speech and language disorders, vision and its defects are discussed. Pharmacological approaches to management, systems of therapy, special adaptations and equipment are detailed.

Does Your Child Have a Learning Disability? Questions Answered for Parents. Stephen W. Freeman. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 111 pp. $8.50. Educational, social and emotional problems faced by learning disabled children are considered. Question and answer format provides information on etiology of learning disabilities, characteristics manifested by learning disabled children, diagnostic procedures and specific recommendations for home training, disciplinary techniques and educational procedures.

Education Curriculum for the Moderately, Severely and Profoundly Mentally Handicapped Pupil, An. Jane L. Adams. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1975. 81 pp. $5.95 (cloth). Instructional objectives and teaching procedures necessary to provide trainable and subtrainable children appropriate learning experiences are offered. Developmental areas of self-help skills, cognitive skills, physical-motoric skills, communication skills and socialization skills are covered.

Independent Living for the Handicapped and the Elderly. Elizabeth Eckhardt May, Neva R. Waggoner and Eleanor Boettke Hotte. Houghton Mifflin Company, One Beacon St., Boston, Mass. 02107. 1974. 271 pp. $9.95. This is a "here's how" book for individuals with physical limitations who would like to live as independently as possible. Problem of dressing is covered with emphasis on clothing that is becoming, comfortable, easy to handle and an aid to disguising disabilities. Work simplification principles for care of young children are considered. Play and recreational activities that adults may share with children are also covered.

Organization and Administration of Educational Programs for Exceptional Children. B.R. Gearheart. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 254 pp. $11.75. Federal legislation for the handicapped and its relationship to the evolving role of federal leadership, special financing for programs, and scope and function of both state and local special education are summarized. Implementation of accountability in special education, program improvement and retaining competent staff are considered. Detailed description of special education in "Central City," including description of staff, program interrelationships and budget is provided.

Programs for the Handicapped. Department of Health, Education, and Welfare, Office of the Assistant Secretary for Human Development, Office for the Handicapped, Washington, D.C. 20201. 1974. 20 pp. Free. This publication considers various programs and problems for the handicapped. Inflation as a particular hardship for the handicapped, Education Amendments of 1974, Office of Education awards, early childhood education grants, and new publications concerning the handicapped are discussed.

Rehabilitation in Israel. Kenneth W. Reagles, Solly Katz and George N. Wright. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 244 pp. $7.95. This volume is an up-to-date compendium of services available to disabled and vocationally handicapped youth and adults of the State of Israel. Text is organized according to program sponsorship, i.e., governmental, municipal, public and voluntary organizations. Within larger categories, specific programs are arranged alphabetically. Format for each program includes a description of rehabilitation process components such as referral procedures and sources, eligibility and evaluations required through placement and follow-up, as well as organizational details pertaining to program's history, legislative base, collaborative arrangements, service evaluation and research activities. Appendix B contains, in summary form, a "Services to the Handicapped Directory" which serves as a useful guide for agency personnel.

Space Age Challenges and New Career Horizons for the Deaf. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1972. 11 pp. $1.00. This keynote presentation was delivered at the 9th Biennial Convention of the National Congress

of Jewish Deaf in Atlantic City. The world of work as it exists today as well as projections for the future are described. Career needs and guidelines for the deaf are delineated.

Teaching the Mentally Retarded Child. (Second Edition). Natalie Perry. Columbia University Press, 562 West 113th St., New York, N.Y. 10025. 1974. 748 pp. $15.00. An overview of retardation, prevalence, causes and syndromes is provided in Part I. Part II includes an investigation of characteristics of trainable pupils: motor development, language, concept formation, social and emotional development. Types of school programs, their goals and approaches, teachers and administration are examined. Teaching techniques, classroom procedures, and activities from developing motor skills to developing vocational competence are described. Concluding section discusses important linkages between pupil, home and school as well as school's place in the community.

THE COUNSELOR'S BOOKSHELF

Adolescence: Contemporary Studies. (Second Edition). Alvin E. Winder. D. Van Nostrand Company, 450 West 33rd St., New York, N.Y. 10001. 1974. 427 pp. $6.95. This collection of articles and commentaries on adolescence reflects contemporary approaches to the study of the adolescent population. Growth and development; search for transcendent experience through drugs, music and spiritual experiences; activism; changing roles of men, women and families; and modern work and life styles are examined.

Between Myth and Morning: Women Awakening. Elizabeth Janeway. William Morrow and Company, Inc., 105 Madison Ave., New York, N.Y. 10016. 1974. 279 pp. $8.95. This volume takes for granted that a new status for women has been attained. Although it contains history of and background to the women's movement, it is mainly directed toward practical problems and potentials of women. Careers, family, child-rearing, aging and sex are considered.

Beyond Clinic Walls. Alan B. Tulipan, Carolyn L. Attneave and Edward Kingstone (Eds.). University of Alabama Press, Drawer 2877, University, Ala. 35486. 1975. 241 pp. $8.50. Papers in this volume examine transformations, changes and innovations in community mental health. Doctors, lawyers, an indian chief and many others report on the importance of the mental health clinic as a dynamic part of the community. Disasters, war, poverty, families, youth, need for humanity and the right to treatment are considered.

Career Education: A Proposal for Reform. Sidney P. Marland, Jr. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, N.Y. 10020. 1974. 334 pp. $9.95. This book records vignettes of educational movement during the early 1970s. Ways in which career education seeks to make schooling more relevant for children, young people and adults are discussed. Current impact of career education on schools, colleges, vocational institutions and businesses is described. Potential for revitalizing our learning curricula through career education is explored. Pros and cons of career education as well as response to critics are provided.

Counseling Girls and Women: A Guide for Jewish and Other Minority Women. Kenneth A. Wolkon. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 48 pp. $2.00. Women's position in society, the world of work and the family are examined from an historical perspective as well as present conditions of change. Influence of attitudes, sex roles, legal discrimination and family pattern upon employment is analyzed. New career roles of "Pioneer Women" are highlighted. Guidelines for educational and vocational planning, advantages of obtaining career counseling, and availability of financial assistance are discussed. The school's responsibility for providing realistic guidance to girls and women is examined. Group guidance programs are considered in terms of their value in new educational and career possibilities. Topics for discussion in women's groups are suggested. A listing of women's causes and committees in professional associations is provided.

Crucial Issues in Testing. Ralph W. Tyler and Richard M. Wolf (Eds.). McCutchan Publishing Corporation, 2526 Grove St., Berkeley, Calif. 94704. 1974. 170 pp. $9.25. Major issues in testing which currently perplex educational practitioners are set forth. Part I is devoted to an examination of issues surrounding use of tests with minority groups. Parts II and III

discuss various uses to which tests are commonly put, including selection of students for educational opportunities and grouping students for instructional purposes. In Part IV, debate over "norm-referenced" tests versus "criterion-referenced" tests is analyzed. Part V deals with national, state and local efforts to obtain information about what is being learned in school by students. Part VI focuses on use of tests to measure effectiveness of educational programs as well as instructional methods and materials. Final section examines problem of "invasion of privacy" in testing. Developments that may help resolve this issue are highlighted.

Cumulative Career Index: An Annual Compilation with Supplements 1975-1976. Chronicle Guidance Publications, Inc., Moravia, N.Y. 13118. 1975. 210 pp. $7.50. This index is a shelf-reference for counselors who want free and inexpensive materials of interest to students. 700 sources of publications and audiovisual materials for vocational and educational guidance are listed alphabetically. Occupational, educational and professional information is cross-referenced to sources.

Educated Woman, The: Prospects and Problems. Committee on the College Student, Group for the Advancement of Psychiatry, 419 Park Ave. South, New York, N.Y. 10016. 1975. 257 pp. $4.00. Stereotypes which have haunted the American woman in her struggle for the right to higher education and to put that education to use are analyzed. Authors examine alternative life styles and changes in social as well as sexual relationships. Recommendations in the personal and institutional spheres are included. Suggested readings are provided.

Family Therapy. John Elderkin Bell. Jason Aronson Book Publishers, 59 Fourth Ave., New York, N.Y. 10003. 1975. 421 pp. $20.00. Growth of clinical insights and development of principles and technical skills fundamental to therapeutic method of family therapy are traced. Through use of case vignettes, author differentiates family therapy from other therapeutic approaches. Ways in which to apply family therapy to patient's or family's needs are shown. Problems of adult and juvenile delinquency, family participation in hospital care for children and model communities constructed to serve therapeutic goals centered on personal and family needs are considered.

Family Vs. Drink and Drugs, The. Michael H. Levy and Helen I. Green. Available from: Michael H. Levy, 111 Fifth Ave., New York, N.Y. 10003. 1974. 71 pp. Free. Effects of alcohol and drug abuse on family relationships are studied. Definitions of drugs as well as their effects are provided. Selected bibliography is included.

Field of Social Work, The. (Sixth Edition). Arthur E. Fink. Holt, Rinehart and Winston, Inc., 383 Madison Ave., New York, N.Y. 10017. 1974. 401 pp. $10.50. Historical perspectives and present innovations in the areas of public welfare, family service, child welfare, school, health, mental health, corrections and the aging are delineated. Social group work, social policy and social planning are discussed. Role of social workers in community organization is developed. Final chapter focuses on research in social work.

First Year of Bereavement, The. Ira O. Glick, Robert S. Weiss and C. Murray Parkes. Wiley-Interscience, John Wiley and Sons, Inc., 605 Third Ave., New York, N.Y. 10016. 1974. 311 pp. $12.50. Stages through which people pass in order to cope with and accept the death of a loved one are analyzed. In-depth interviews with widows reveal how individuals adapt to bereavement, changes of role and status. Social relationships of women and patterns of recovery exhibited during the first year after a loved one's death are considered.

Five Cries of Youth. Merton P. Strommen. Harper and Row, Publishers, Inc., 10 East 53rd St., New York, N.Y. 10022. 1974. 155 pp. $6.95. This book examines the cries of youth and suggests various ways that parents and youth leaders may respond to them. Five major cries or categories are examined: self-hatred, psychological orphans, social protest, prejudice and joy.

Future of Technological Civilization, The. Victor Ferkiss. George Braziller, Inc., Publisher, One Park Ave., New York, N.Y. 10016. 1974. 369 pp. $12.50. Author calls for a fundamental reappraisal of basic ideas concerning the nature of the universe as well as human nature and society. Adoption of a new world view, "ecological humanism," is proposed. Integration of science and ethics, philosophy and politics,

economics and ecology is stressed as a way toward achievement of a new planetary society in which science and technology will be sources of higher levels of human well-being and self-awareness.

Introduction to Environmental Psychology, An. William H. Ittelson, Harold M. Proshansky, Leanne G. Riolin and Gary H. Winkel. Holt, Rinehart and Winston, Inc., 383 Madison Ave., New York, N.Y. 10017. 1974. 396 pp. $10.50. Information critical to the study of man-environment issues is presented. Environmental psychology is defined and placed in historical and theoretical perspectives. Issues such as man/environment transactions, environmental perception, social influences and environmental behavior are covered. Research techniques sensitive to the complexity of the field are developed. Urban studies, perception and use of the natural environment, and environmental design are examined.

Journey Back: Escaping the Drug Trap. Albert J. Kastl and Lena Kastl. Nelson-Hall Company, 325 West Jackson Blvd., Chicago, Ill. 60606. 1975. 215 pp. $6.95. Various solutions to problem of drug abuse are delineated. Concerns of psychiatrists, politicians, educators, law enforcers and mystics are represented in this collection of interviews.

Living: Health, Behavior, and Environment. (Sixth Edition). Charles E. Richardson, Fred V. Hein and Dana L. Farnsworth. Scott, Foresman and Company, College Department, 1900 East Lake Ave., Glenview, Ill. 60025. 1975. 557 pp. $10.95. Key issues of health needs, shared problems and searches for higher degrees of well-being are provided. Ingredients of health, mental health and development, and coping with stress are examined. Special attention is directed toward nutrition, physical fitness and body care. Family living, sex and sexuality, problems facing marriage, pregnancy and problems of infertility are discussed. Hazards to living, including drugs, accidents and disease are covered. Problems, resources and services of community living are examined.

Marriage and the Family: A Critical Analysis and Proposals for Change. Carolyn C. Perrucci and Dena B. Targ. (Eds.). David McKay Company, Inc., 750 Third Ave., New York, N.Y. 10017. 1974. 457 pp. $6.95 (paper). This collection of articles combines feminist values with a sociological perspective of present-day marriage and family in the U.S. Sex roles and family structure, racial and social perspectives on marriage and family, sex-role socialization, attitudes toward sex expression and birth control are discussed. Social and economic aspects of marriage, marital roles and alternatives, family functions and structural alternatives, and prospects for middle age are also examined.

Masculine/Femine, or Human? An Overview of the Sociology of Sex Roles. Janet Saltzman Chafetz. F.E. Peacock Publishers, Inc., 401 West Irving Park Rd., Itasca, Ill. 60143. 1974. 242 pp. $4.25. Parameters of the newly emerging field, sociology of sex roles, are delineated. Differentiating gender and sex role, stereotypes and stigmas, childhood, educational and political institutions, and the new feminism are explored. Author prescribes essential changes necessary to alleviate present conditions.

Occupational Stress. Alan McLean (Ed.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, Ill. 62703. 1974. 111 pp. $9.75. Most widely held concepts of occupational stress are surveyed. Theoretical concepts, research results and suggestions for coping with stress are covered. Psychophysiological, psychoanalytic and psychiatric considerations are detailed. Personality Theory and Role Theory positions are included. Off-the-job stress, as well as occupational behavior are examined.

Reaching Out: Helping Young People in Trouble. Brendan John Sexton and Patricia Cayo Sexton. Agathon Press, Inc. Available from: Schocken Books, Inc., 200 Madison Ave., New York, N.Y. 10016. 1975. 248 pp. $8.95. Framework for dealing with needs and problems of young people in a community setting is provided. Needs and feelings of young people, approaches to therapy, adolescent relationships and their interaction with parents, teachers, police and other adults are considered. Mythology and reality of drug addiction and its effect on societal concerns such as crime and race relationships are discussed. Specifics of starting and running a community drug program, including advice on organization, funding and administration are given.

Romeo Error, The: A Matter of Life and Death. Lyall Watson. Anchor Press, Doubleday and Company, Inc., Garden City, N.Y. 11530. 1975. 275 pp. $7.95. This book provides an intriguing and original outlook on life and death. Occurrence of death as well as

psychological and social attitudes toward death and afterlife are examined. Varieties of reincarnation, activities of spiritualists, dissociation between body and mind, and possession within other bodies are scrutinized.

Rorschach, The: A Comprehensive System. John E. Exner, Jr. Wiley-Interscience, John Wiley and Sons, Inc., 605 Third Ave., New York, N.Y. 10016. 1974. 488 pp. $27.50. Various approaches to the Rorschach Test are considered. Principles of administration, scoring and interpretation are presented. Major interpretive postulates necessary for professionals to use the Rorschach in generating psychological descriptions of individuals are explored.

Systems and Theories of Psychology. (Third Edition). James P. Chaplin and T.S. Krawiec. Holt, Rinehart and Winston, Inc., 383 Madison Ave., New York, N.Y. 10017. 1974. 739 pp. $12.50. Systems and theories of psychology as they have developed through history are reviewed. New research and innovations are included. Perception, learning, language and motivation are examined. Feelings and emotion, physiological theories of behavior, personality, social psychology and other areas are analyzed.

Technology as Institutionally Related to Human Values. Philip C. Ritterbush (Ed.). Acropolis Books Ltd., Colortone Bldg., 2400 Seventeenth St., N.W., Washington, D.C. 20009. 1974. 198 pp. $10.00. Problems that follow in the wake of technology are considered. Changes presently being made in technology as an institution are examined. Changes that should be made in cities as frameworks for deploying technology, in the defense corporations through which the federal government funds applied research and development, and in consumer products industries and the applied arts are detailed. A program for the reform of technology, a social institution which must be changed in order to advance the human values it now seems to oppose, is proposed.

These Are Your Children. (Fourth Edition). Gladys Gardner Jenkins and Helen S. Schacter. Scott, Foresman and Company, 1900 East Lake Ave., Glenview, Ill. 60025. 1975. 366 pp. $8.95. Approach of this book distinguishes and describes four basic aspects of child growth: physical, mental, emotional and social. Part One introduces basic principles of sequential growth. Heredity as an influence on development is considered. Impact of family and community patterns is examined. Parts Two through Four trace stages of growth from prebirth forward. Characteristic reactions of children are described as they develop at different ages, and are seen as factors in adjustment to family members, children and adults outside the home, the community and special circumstances in a child's life. Part Five considers cooperation between home, school and community. Problem areas in child adjustment including poor socialization, rejection of authority, emotional disturbances, physical and mental handicaps, hyperactivity are examined.

We Mainline Dreams: The Odyssey House Story. Judianne Densen-Gerber. Penguin Books, Inc., 7110 Ambassador Rd., Baltimore, Md. 21207. 1974. 421 pp. $2.95 (paper). The story of Odyssey House, the country's most successful program for curing drug addiction, is unfolded. Author's rigorous and often unorthodox methods are described. Child addicts, addicted mothers, and the battle with politicians and bureaucrats for an adequate response to the drug epidemic are discussed. Ex-addicts and professionals who run the program contribute autobiographical sketches, news clippings and photos, drawings and poems, etc. that capture the texture of day-to-day life at Odyssey.

We'll Do It Ourselves: Combatting Sexism in Education. Barbara Yates, Steve Werner and David Rosen (Eds.). Student Committee, Study Commission on Undergraduate Education and the Education of Teachers. Nebraska Curriculum Development Center, Andrews Hall, University of Nebraska, Lincoln, Nebr. 68508. 1974. 321 pp. $1.00. Essays share views by which gay people and women may suggest directions for work toward community building to reform undergraduate education, schools and teacher education. Contents include: differentials by sex, oppression of gay people, women and child care, women and the law, and gay student groups.

What's Wrong With the Mental Health Movement. K. Edward Renner. Nelson-Hall Publishers, 325 W. Jackson Blvd., Chicago, Ill. 60606. 1975. 218 pp. $11.00. This provocative study is an indictment of the mental health movement. Focus is on practitioners who make decisions concerning patients that may deprive them of freedom, infringe upon civil liberties and even change the nature of their philosophy of life.

Practitioners and society are urged to re-evaluate the many problems that afflict the mental health movement.

When I Say No, I Feel Guilty. How to Cope—Using the Skills of Systematic Assertive Therapy. Manuel J. Smith. Dial Press, One Dag Hammarskjold Plaza, New York, N.Y. 10017. 1975. 302 pp. $8.95. This book demonstrates, by dialogue method, skills which can be learned for coping with people. Coping with other people by fight, flight or verbal assertiveness; ways in which others violate our rights, ways others manipulate us; assertive social conversation and communication are considered. Coping with criticism; prompting people you care about to be more assertive and less manipulative; coping in the commercial world, in authority situations and in close equal relationships are also reviewed. Suggested technical readings and glossary of systematic assertive skills are included.

Women and Public Policy: A Humanistic Perspective. Mildred H. Lavin and Clara H. Oleson (Eds.). Institute of Public Affairs, University of Iowa, Iowa City, Iowa 52242. 1974. 147 pp. $3.50. Based on presentations made at a three-day symposium, this volume presents a variety of perspectives on women in contemporary society. Major themes include—Images and Roles of Women: The Need for Change; The Place of Contemporary Women: Concepts and Behavior; and Survival of Women: Movement From the Traditional Images to a New Humanistic Identity.

Women in Perspective: A Guide for Cross-Cultural Studies. Sue-Ellen Jacobs. University of Illinois Press, Urbana, Ill. 61801. 1974. 299 pp. $3.45 (paper). Literature on roles of women in diverse cultural and social settings is listed. Part I lists sources on areas in Africa, the Middle East, Asia, Europe, Oceania and the Americas. Part II examines categories such as primate studies, psychological studies, child rearing practices, marriage, divorce, homosexuality, prostitution, suffrage, pregnancy, women in literature, women in prison, women in politics as well as publications on women studies centers and sex discrimination.

Worker and the Job, The: Coping with Change. Jerome M. Rosow (Ed.). American Assembly, Columbia University. Available from: Prentice-Hall, Inc., Englewood Cliffs, N.J. 07632. 1974. 208 pp. $2.45. Cultural, sociological and economic settings of American workers are considered. Authors confront problems facing laborers today. Role of unions, job dissatisfaction and economic effects on job satisfaction are reviewed. Change and future of work are discussed.

Your Silent Language. Elizabeth McGough. William Morrow and Company, Inc., 105 Madison Ave., New York, N.Y. 10016. 1974. 128 pp. $4.95. Author discusses the science of kinesics, or how people communicate with body movements and facial expressions.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (continuation of listing from last issue)

AVA Guidance Division Newsletter. American Vocational Association, Inc., 1510 H. St., N.W., Washington, D.C. 20005. Semi-annually. Free (with membership).

Academic Therapy. Academic Therapy Publications, Inc., 1539 Fourth St., San Rafael, Calif. 94901. 6 issues. $6.00 per year.

Behavior Today. Behavior Today, 1156 Fifteenth St., N.W., Washington, D.C. 20005. Weekly. $25.00 per year (U.S. and Canada); $37.00 per year (foreign).

CPGA Compass. California Personnel and Guidance Association, 654 East Commonwealth Ave., Fullerton, Calif. 92631. Quarterly. $5.00 per year.

CRCD Rehabilitation Digest. Canadian Rehabilitation Council for the Disabled, Suite 2110, One Yonge St., Toronto, Ontario M5E 1E8 Quarterly. $3.00 per year.

Children Today. Children's Bureau, Office of Child Development, Office of Human Development. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. 6 issues. $3.90 per year (U.S. and possessions, Canada, Mexico); $4.90 per year (foreign).

College Board News, The. College Entrance Examination Board, 888 Seventh Ave., New York, N.Y. 10019. Irregular. Free.

Concurrents. National Conference of Jewish Communal Service, 15 East 26th St., Room 1302, New York, N.Y. 10010. Triennially. Free (NCJCS members).

Demarna. Association of the Deaf and Mute in Israel, 13, Sd. Yad Labinim, Tel Aviv 61090, Israel, P.O. Box 9001. Quarterly. $5.00 per year.

Education Recaps. Educational Testing Service, Princeton, N.J. 08540. 10 issues. $5.00 per year.

Elementary School Guidance and Counseling. American School Counselor Association. Available from: American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009. Quarterly. $6.00 per year (APGA members); $8.00 per year (non-members).

Findings. Educational Testing Service, Princeton, N.J. 08540. Quarterly. Free.

Gerontology, Journal of. Gerontological Society, One Dupont Circle, Washington, D.C. 20036. Bimonthly. $30.00 per calendar year.

Impact. ERIC Counseling and Personnel Services Information Center. Available from: Impact, P.O. Box 635, Ann Arbor, Mich. 48107. 6 issues. $9.00 per year.

Individual Psychology, Journal of. American Society of Adlerian Psychology, Inc. Available from: Journal of Individual Psychology, University of Vermont, John Dewey Hall, Burlington, Vt. 05401. Semi-annually. $7.00 per year.

JWB Circle, The. National Jewish Welfare Board, JWB Circle, 15 East 26th St., New York, N.Y. 10010. 7 issues. $3.00 per year.

JWB Personnel Reporter: Key Administrative Opportunities. Personnel Services, National Jewish Welfare Board, 15 East 26th St., New York, N.Y. 10010. Quarterly. Free.

Lovejoy's Guidance Digest. Lovejoy's Guidance Digest 735 Broad St., Shrewsbury, N.J. 07701. 10 issues. $20.00 per year.

NAFSA Newsletter. National Association for Foreign Student Affairs, 1860 Nineteenth St., N.W., Washington, D.C. 20009. 9 issues. Free (NAFSA members); $5.00 per year (non-members).

National Spokesman. Epilepsy Foundation of America, 1828 L St., N.W., Washington, D.C. 20036. Monthly. $2.50 per year.

New Generation. National Child Labor Committee, 145 East 32nd St., New York, N.Y. 10025. Quarterly. Free (members); $3.00 per year (non-members).

Options: The Jewish Resources Newsletter. Options Publishing Company, Box 311, Wayne, N.J. 07470. Monthly. $12.00 per year; Alaska/Hawaii/APO/FPO, $12.50 per year.

Resources for Youth Newsletter. National Commission on Resources for Youth, 36 West 44th St., New York, N.Y. 10036. Triennially. Free.

Resources in Education. U.S. Department of Health, Education, and Welfare, National Institute of Education. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Monthly. $42.70 per year (domestic); $53.40 additional (foreign).

Schizophrenia Bulletin. National Institute of Mental Health. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Quarterly. $12.00 per year (beginning Spring 1975).

Sociology of Work and Occupations. Sage Publications, Inc., 275 South Beverly Dr., Beverly Hills, Calif. 90212. Quarterly. $20.00 per year (institutions); $12.00 per year (professionals and teachers); add $1.00 for subscriptions outside U.S. and Canada.

Southern Israelite, The. Southern Newspaper Enterprises, 390 Courtland St., N.E., Atlanta, Ga. 30303. Weekly. $10.50 per year.

Your Career Training. Panel Publishers, 14 Plaza Rd., Greenvale, N.Y. 11548. Quarterly. Free (to non-college bound high school seniors); $1.00 per issue (others). Guidance Counselors: special rates available for use with students—consult publisher.

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